



**Muscogee (Creek) Nation**  
**Human Resource Management Services**

Employee Requisition

PO BOX 580  
OKMULGEE, OK 74447  
Telephone (918) 732-7827  
Toll-Free (800) 482-1979  
Fax (918) 756-2284

Submitted Date 02/05/2015	Employee Requisition Number ER-15135	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>FINANCIAL SPECIALIST</b>			
Pay Grade HG 12	Salary Range \$40,372-52,728	Classification Hourly	
Department: COMMUNITY RESEARCH/DEVELOPMENT	Location: Okmulgee	Location Code: 94	FT/PT 1-Full Time

**COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.**  
**MUSCOGEE (CREEK) AND INDIAN PREFERENCE.**

General Summary:	General Summary: Applies principles of accounting to assist Chartered Communities of the Muscogee (Creek) Nation with Title 11 compliance.
Principal Duties and Responsibilities:	<p>Essential Duties and Responsibilities: Include the following. Other duties assigned as directed by Departmental Management.</p> <ol style="list-style-type: none"><li>1. Assist new boards in transition with setting up accounts and signature authority designation.</li><li>2. Assist communities who request assistance with financial reporting for CDBG grant funds.</li><li>3. Advise communities about Title 11 compliance.</li><li>4. Compile a list of all communities who are in compliance with § 3-203 of Title 11 and forward list to the Principal Chief's office through Community Research and Development with all verifying documentation.</li><li>5. Advise, assist, and train communities on how to satisfy minimum financial standards pursuant to Title 11 - §6-201</li><li>6. Advise, assist and train communities on how to maintain financial books and records in accordance with generally accepted accounting principles.</li><li>7. Advise, assist, and train communities on how to comply with state, federal, and Muscogee (Creek) Nation payroll requirements.</li><li>8. Collect and review annual audits of Chartered Communities and forward to Controller.</li><li>9. Assist non-revenue generating Communities with their annual summary report demonstrating all funds of the Community including a balance sheet detailing assets, liabilities and fund balances, revenue, and expenditure report for the fiscal year ending.</li><li>10. Analyze and develop software applications for community programs which include smoke shops and operating communities.</li><li>11. Performs community training on accounting software.</li><li>12. Assist the Chartered Communities in the selection of outside auditors as required by NCA 95-87</li></ol>



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	<p>13. Assist the Chartered Communities in the compilation and presentation of summary and detailed budgets to the Principal Chief, Controller, and National Council.</p> <p>14. Works closely in an on-going, non-adversarial relationship with each Chartered Community to provide correction of processes and periodic reviews for the prevention on non-compliance issues.</p> <p>15. Installs, modifies, document, and coordinate implementation of accounting systems and accounting control procedures.</p> <p>16. Devises and implements system for general accounting.</p> <p>17. Makes recommendations regarding the accounting of reserves, assets, and expenditures.</p> <p>18. Process utility payment for non-revenue generating communities as required by NCA-14 – 204.</p>
Minimum Requirements:	Minimum; Bachelor's Degree in Accounting or minimum of 5 years related experience.
Preferred Requirements:	Master's Degree in Accounting or a similar field.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

### Competencies:

<b>Customer Service:</b>	Responds promptly to customer needs.
<b>Interpersonal Skills:</b>	Maintains confidentiality; Keeps emotions under control.
<b>Oral Communication:</b>	Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
<b>Written Communication:</b>	Writes clearly and informatively; Able to read and interpret written information.
<b>Teamwork:</b>	Balances team and individual responsibilities.
<b>Visionary Leadership:</b>	Inspires respect and trust.
<b>Ethics:</b>	Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
<b>Organizational Support:</b>	Follows policies and procedures; Supports organization's goals and values.
<b>Quality:</b>	Demonstrates accuracy and thoroughness.
<b>Quantity:</b>	Completes work in timely manner.
<b>Safety and Security:</b>	Observes safety and security procedures.
<b>Attendance/Punctuality:</b>	Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
<b>Dependability:</b>	Follows instructions, responds to management direction.

### Physical Demands:



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While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move:

- ☒ Up to 50 lbs.      ☐ Up to 100 lbs.      ☐ Over 100 lbs.  
☐ Physical Exam Required

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- ☐ Fumes or airborne particles      ☐ Outside weather conditions      ☐ Toxic or caustic chemicals  
☐ Risk of electrical shock      ☐ Vibration      ☐ Loud Noise

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

**Public Relations:**

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.